

Application for Local Law Permit Placement of items 2026/2027



Commercial Business ☐

Community Group ☐

1. Applicant Details

First name: _____ Last name: _____

Business name: _____

Address: _____

Phone number: _____

Email address: _____

2. Placement of the following items (Please tick the type of item/s you are applying for)

- | | | | |
|--|--------------------------|----------------------------|--------------------------|
| A-Frame Sign/Teardrop Banner | ☐ | Outdoor Heater | ☐ |
| Chairs & Tables | ☐ | Goods Display | ☐ |
| Charity Clothing Bin | ☐ | Barrier Screens | ☐ |
| Planter Boxes | ☐ | Real Estate Pointer Boards | ☐ |
| Temporary Food Stalls or Sausage Sizzles | ☐ | Other Specify: _____ | ☐ |

3. Details of item/s

1) Item : _____ Location: _____
(e.g. 4 x chairs & 2 x tables) (e.g. Street/s & Suburb)

2) Item: _____ Location: _____

3) Item: _____ Location: _____

4. Consent to Utilise Neighbouring Premises Footpath Trading Zone

Neighbouring Business Name: _____

Business Owner Name: _____

Address of Business: _____

Phone number: _____

Email address: _____



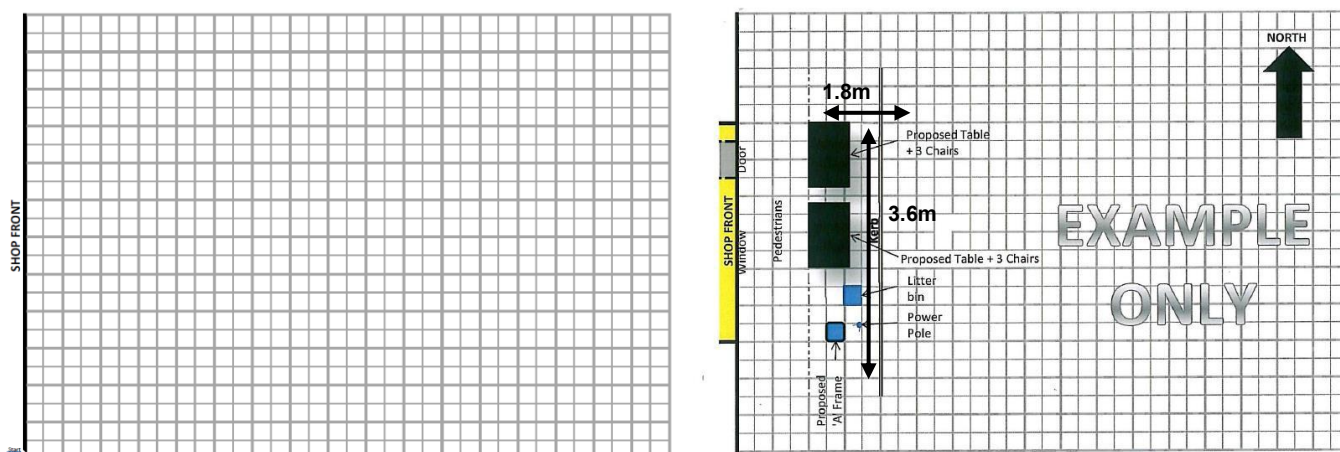
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5. Application Checklist

- I have signed this application ☐
- I have provided a scaled drawing indicating the layout of items to be placed on Council land ☐
- I have submitted photographs or design details of the items I propose to place on Council land ☐
- I have attached a copy of my public liability insurance showing coverage of \$10,000,000 (minimum) ☐

Note: Advertising boards, banners and barrier screens must meet advertising and colouring standards set out in Council's Footpath and Activities Guidelines 2021. A photograph or diagram of these items including colour scheme **must** be provided with this application.

6. Permit application layout plan (please complete)



Total m² of footpath utilised: _____

Notes: You are required to show to scale the following:

1. The area to be occupied by tables and chairs and any other fixtures or fittings;
2. The building line and/or shop front including side boundaries, doors, windows etc;
3. The footpath width to face the kerb, any existing street fixtures or fittings and pedestrian thoroughfare; and
4. The direction of North on the sketch drawing.

DECLARATION

Council respects all personal and confidential information you give and will do everything possible to protect information from unauthorised access, loss or misuse. Information collected from you is required for the delivery of Council services in accordance with Council's powers, functions and purposes under the Local Government Act 1989 and other relevant legislation. It may also be used by Council to conduct research and customer satisfaction surveys so that we may better understand community needs and can improve service delivery. Should you need to change or access your personal details, please contact Customer Service on 03 5366 7100.

I _____ (please print) understand that the information provided above will be used in accordance with relevant legislation and declare that this information is correct to the best of my knowledge, dated _____.

Mail PO Box 18 Ballan Vic 3342

Ballan 15 Stead St Ballan

Bacchus Marsh 215 Main St Bacchus Marsh

Darley 182 Halletts Way Darley

P (03) 5366 7100

E info@moorabool.vic.gov.au

W www.moorabool.vic.gov.au

ABN 293 5275 4296



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